

## Page Breaks

**Did you know....**that you can insert a page break where you want it

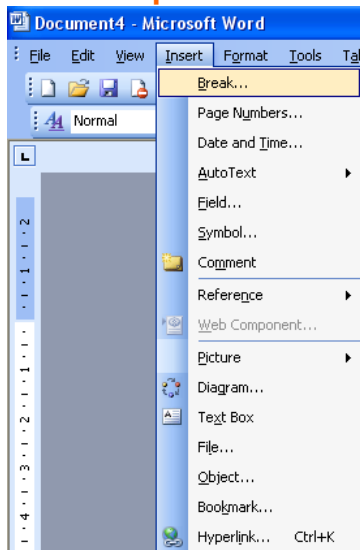
When a page fills with text Word automatically pushes the additional text onto the next page. A page break is simply a code that tells the computer to display and print the text which follows the break on the next page.

### How to insert page breaks

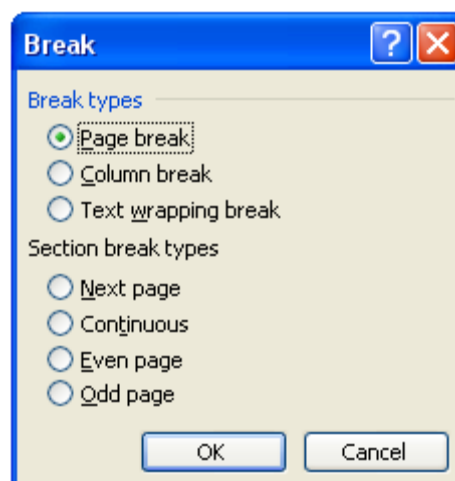
1. Scroll down the document until you reach the point where you want to “break” the page
2. Click **Insert** on the menu bar, then select **Break...** to display the Break dialog box
3. Click on **Page break** then click on the **OK** button
4. Click on **View** on the menu bar, then select **Print Layout** to see how the document will look when you print it. **Notice** the dotted page break line along the bottom of the page.

### Example

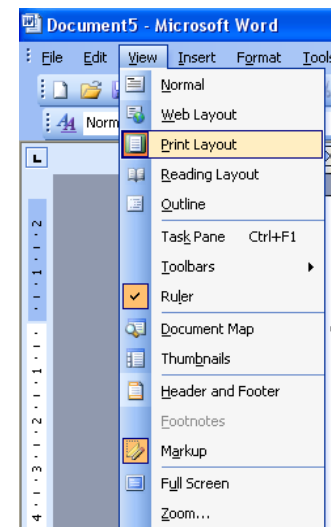
#### Step 2



#### Step 3



#### Step 4



### Page Layout view

